

STATE OF CALIFORNIA

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR DIRECTOR DIVISION OF JUVENILE PAROLE OPERATIONS SACRAMENTO, CALIFORNIA CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY
\$8,209 - \$8,879

FINAL FILING DATE:

OCTOBER 7, 2005

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

Under the direction of the Chief Deputy Secretary, Juvenile Justice, the Director, Division of Juvenile Parole Operations, is responsible for the management and operation of the statewide parole system

for youthful offenders, including regional field operations, outpatient clinics, re-entry and community care facility operations, special projects, and new program development and support services.

With oversight, guidance, and direction from the Chief Deputy Secretary, Juvenile Justice, the position formulates and implements departmental policies and procedures as they relate to juvenile parole operations; and collaborates with the Director, Division of Juvenile Facilities and the Director, Division of Juvenile Programs on cross cutting policy issues such as juvenile reform, evidence-based programming, and budget priorities. The position advises the Chief Deputy Secretary, Juvenile Justice, on juvenile justice policy matters, legislative measures that affect juvenile parole operations and litigation issues that affect the paroling of the state's juvenile offenders. The position may represent the Department before the Legislature and Executive Branches of government on policy and budgetary matters that affect parole operations and may act for the Chief Deputy Secretary, Juvenile Justice, in his/her absence.

MINIMUM QUALIFICATIONS

- Management and operational experience in juvenile programs
- Experience and knowledge of juvenile program planning and implementation
- Knowledge of management and operations of the juvenile parole system
- Knowledge of the multifaceted components of juvenile parole operations
- Extensive experience in public administration, personnel management, and leadership
- Experience communicating effectively both orally and in writing

DESIRABLE QUALIFICATIONS

Candidates must have a thorough knowledge of juvenile correctional organizations, State government, and the issues currently facing the California Department of Corrections and Rehabilitation, and specifically the Division of Juvenile Justice. Candidates should have general knowledge of community organizations, including evidence-based organizations, and successful approaches to foster community partnerships in a correctional environment. Candidates also should be knowledgeable about the management and operations of the juvenile parole system, including regional field operations, out-patient clinics, re-entry and community care facility operations. Must be able to communicate ideas logically and clearly, both orally and in writing, and must be a leader and motivator, using tact and persuasiveness in achieving results. Also be able to analyze complex program issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas selection, training, motivating staff, recognition, progressive discipline, and establishing partnerships; and a manager's role in contributing in and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Knowledge of federal, state and local laws and regulations. Experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission. Successfully manage associated transitions in the workplace with minimal disruptions,

and manage and operate within budget. Understand, manage and communicate financial information.

- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation application process, and developing positive cooperative relationships with a wide variety of customers and stakeholders.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch of Government, Court Monitors, Community Leaders, Advocate groups and Religious Organizations.

The Director, Division of Juvenile Parole Operations is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, sale of residence, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

THE DEPARTMENT

The California Department of Corrections and Rehabilitation operates all state juvenile facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications and resumes following the final filing date. Candidates with the most desirable qualifications and background will be invited to participate in the interview process. Interviews will be held in Sacramento, California. The Director, Division of Juvenile Parole Operations serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office, and submit a copy of the application along with a resume of qualifications and experience, and three professional references (names and telephone numbers) to Xina Bolden, Executive Recruitment and Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at 1515 S Street, Suite 108N Sacramento, California 95814, by October 7, 2005. Resumes of qualifications submitted without a copy of the Governor's application will not be considered. Applications postmarked, personally delivered or received via interoffice mail after October 7, 2005 will not be accepted for any reason. For additional information please contact Xina Bolden at (916) 327-8028.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov or <http://appointments.ca.gov/en/form/index.php>